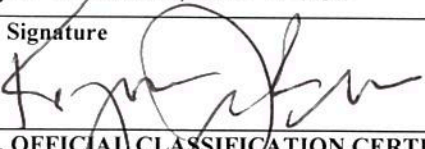
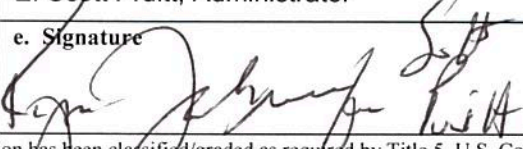
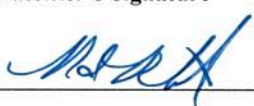


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPES17025	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Senior Advisor to the Administrator	ES	0301	00	
<b>4. Supervisor's Recommendation</b>	Senior Advisor to the Administrator	ES			
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)		<b>6. NAME OF EMPLOYEE</b> Susan Parker Bodine			
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Immediate Office		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff		<b>d. Typed Name and Title of Second-Level Supervisor</b> E. Scott Pruitt, Administrator			
<b>b. Signature</b> 	<b>c. Date</b> 7/12/17	<b>e. Signature</b> 	<b>f. Date</b> 7/12/17		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 84558	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 07/13/17
<b>11. REMARKS</b>					

## SENIOR ADVISOR TO THE ADMINISTRATOR

ES-0301-00

This position is located in the Immediate Office of the Administrator (AO). The incumbent serves as a Senior Advisor to the Administrator by performing a wide range of sensitive, complex assignments which are sensitive enough to require the attention of the Administrator.

1. Serves as Senior Advisor to the Administrator. Provides informal advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues.
2. Renders informal advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides informal advice to the Administrator on strategies to accommodate such developments.

### **SUPERVISORY CONTROLS**

Receives broad general direction and policy guidance from the Administrator.